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## **SITE PLAN**

### ***What is a Site Plan?***

*A graphic representation of a proposed development project. It shows the location of all proposed and existing buildings, parking lots, water and sewer facilities, landscaping and any other site improvements.*

*Site Plans are required for most development except individually developed single family and two-family homes. They are necessary to determine whether a proposed building project is consistent with all Town land development regulations.*

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### ***What does a person have to do in order to apply for a site development plan review?***

*The following information is submitted to the Planning and Engineering Department for a site plan review:*

- ⇒ *A completed "Site Development Review" application, which can be picked up at the Planning and Engineering Department.*
- ⇒ *Four copies of the site development plan which includes information such as a site dimensional plan, landscaping, utilities, grading, lighting, and erosion and sediment control plans, as well as construction details relating to the site.*

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- ⇒ *Two copies of a stormwater management plan that includes runoff calculations, and an erosion and sediment control narrative.*
  - ⇒ *Architectural elevations of the proposed structures.*
  - ⇒ *Commercial building applications should be accompanied by a preliminary building plan upon the second submission of the site plan to enable a more thorough review prior to building permit application.*
  - ⇒ *Prior to the planning and engineering staff approval, the applicant is required to submit a land alteration security and a public improvement security.*

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### ***How much does a Site Plan review cost?***

**\$** *An application fee of \$25 plus \$10 for each acre of land or portion thereof is required for a site plan review.*

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### ***What are the steps in the site plan process?***

1. *All required materials are submitted with the application and fee.*
2. *The application and plans are reviewed by the Planning and Engineering Department and returned within 10 businessdays with comments.*

3. *If the site is within the Downtown Commercial, Industrial, a Historic Overlay District, or a planned zoning district where design review is proffered, the plan will be referred to the Historic or Design Review Board. Plans should be submitted by the first or third Monday of the month.*

4. *The applicant responds to all comments and resubmits the plan. A preliminary building plan is required with all commercial site plans.*

5. *Staff will review the plans and respond within 10 business days.*

6. *Before approval, securities for land alteration and public improvements must be provided to the Planning and Engineering Department.*

7. *Upon approval, the applicant will provide the Planning and Engineering Department with the original and one mylar copy of the plan for signatures. The department will keep the mylar copy for its files.*

8. *Finally, a pre-construction conference will be held between the Planning and Engineering Department and the contractor after the site plan approval, prior to start of construction.*

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### ***What is the basis for the Town review?***

*There are certain adopted codes and ordinances that are followed as the basis for the Town review. Checklists of these codes and ordinances are available at the Planning and Engineering Department. [Article V, Division 1, Site Development Plans]*

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### ***How long is a plan approval valid?***

*A plan approval is valid for five years from the date of signature.*

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### ***What types of inspections are required during construction?***

- ⇒ *Building inspection*
- ⇒ *Utility inspection*
- ⇒ *Erosion and sediment inspection ( which must be done periodically)*
- ⇒ *Stormwater management*
- ⇒ *Entrance inspections*
- ⇒ *Zoning Inspection*

*An appointment can be scheduled for any of these inspections by calling (540) 961-1126.*

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### ***How do I get my final Certificate of Zoning Compliance for the site?***

*Before you can receive your certificate, you must attain satisfactory completion of all site improvements. Then you must have a final inspection completed by the development administrator. To schedule an appointment for this inspection you may call (540) 961-1126.*

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### ***For more information contact:***

***Town of Blacksburg  
Planning and Engineering  
300 South Main Street  
Post Office Box 90003  
Blacksburg, VA 24062-9003  
phone: (540) 961-1126  
e-mail:  
planningandengineering@blacksburg.gov***

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## ***SITE PLAN***



## ***LAND DEVELOPMENT BROCHURE***

*Updated January, 2000*

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